

### Insync Payroll Processing Hands-on Virtual Classroom (for 4-digit payrolls)

#### Overview:

Virtual classroom training is an interactive hands-on learning solution where Ceridian brings the lab to you. The Ceridian **Insync Payroll Processing** course introduces participants to the basics of processing payroll efficiently and accurately using components of the Ceridian Insync Payroll software. Examples included can be used in the work environment.

**Note:** Applicable only to Insync clients with **4-digit payroll numbers**

#### Prerequisites:

- General knowledge of payroll legislation
- Keyboarding skills in the Windows environment
- High comfort level with the internet

Note: Canadian Payroll Association (CPA) education **is an asset**.

#### Attend if you:

- Are responsible for processing Payroll in your Company

#### How you will benefit:

- Hands-on approach helps in understanding effective techniques for payroll input
- Learn to process your payroll faster and more efficiently
- A self-paced case study completes the learning

#### After completing this course, participants will be able to:

- Hire, terminate, change employee information
- Process garnishees
- Process terminations
- Enter timecard hours and salary adjustments
- Balance and transmit your payroll

#### Facilitation:

- This instructor-led learning session is facilitated over two consecutive half days. Registered attendees observe, interact, enter data and complete practice exercises while sitting at their own computer in the convenience of their own office.

**Note:** All times listed are in **Eastern Time (EST/EDT)**. Please adjust to your local time.

**Duration:** 8 hours over 2 consecutive half days

**Price:** **\$425.00 plus applicable tax** (or as per Ceridian quote/contract)